

## **Background and Application Instructions for Part-Time Positions**

This is to provide a summary on the background behind the hiring for part-time positions and to issue a standard set of application instructions to all interested individuals. All applicants are expected to be high school graduates and possess a valid driver's license. All applicants must pass a drug screen and background investigation.

The Town is currently accepting applications for the following part-time positions:

- Office Assistant
- Utility Maintenance Technician

There are no health insurance, vacation/holiday leave time or retirement plan benefits available for part-time positions. Hiring rates depend upon the qualifications of the individual or individuals selected for offers of employment.

The Town will give preference to applicants that have appropriate experience and good people skills.

**Applicants are to fill out a Town of Amherst application form available on the Town's web site at [www.amherstva.gov](http://www.amherstva.gov) and return it to the Town Hall at P.O. Box 280; Amherst, VA 24521. A resume will not be considered an acceptable substitute for this application.**

Applications will be reviewed on the basis of apparent qualifications. Unqualified individuals will not be considered. **General inquiries by the applicant via telephone or in person are discouraged.**

Applications will be considered until the positions are filled. Screening interviews will be scheduled as applications are received. Applicants will be subject to background investigation and drug testing prior to hire.

**If you are interested in any position, please press the Control key and click on this link to download the application form:**

<http://www.amherstva.gov/menu/departments/forms/Employment%20Application%20080422.doc>

# Office Assistant

Dept: Finance

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate administrative support work performing basic bookkeeping and accounting work and related clerical services, and related work as apparent or assigned. Work is performed under the moderate supervision of the Finance Director.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Answers telephone and greets customers; directs them to appropriate party.

Prepares reports and various types of correspondence; maintains files and records.

Assists in the preparation and issuance of utility and tax bills.

Receives payments for utility and tax bills; answers questions from the public in person, via telephone and in writing.

Communicates policies and procedures to the general public.

Assists other departments as needed.

## Knowledge, Skills and Abilities

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; general knowledge of Town and departmental programs and policies; ability to read and understand moderately detailed policies, procedures and job related materials; ability to type accurately at a reasonable rate of speed; ability to operate a variety of office and computer equipment; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates, vendors and the general public.

## Education and Experience

High school diploma or GED with coursework in with supplemental coursework in bookkeeping/accounting, clerical arts, or related field and moderate experience in working in an office environment, providing customer service, and handling cash or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic)

## Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Approved: 10/16/2015

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

# Utility Maintenance Technician

Department: Public Utilities

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate semi-skilled work in the construction, replacement, repair, installation and cleaning of the Town's sanitary sewer and water distribution systems and facilities, and related work as apparent or assigned. Work is performed under the moderate supervision of the Senior Utility Maintenance Technician and Utility Foreman.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Installs, repairs, cleans and inspects water and sewer mains, meter, hydrants, valves, cleanouts and other equipment; locates water/sewer lines; participates in sewer and water taps and repairs and related emergencies.

Operates medium and heavy equipment including back hoe, jet-vac, dump truck, etc.; operates excavating equipment as needed.

Maintains Town rights of way and access roads; performs Town beautification, streetscape and related assignments.

Reads water meters; terminates water service for non-payment; restores water service.

Locates water and sewer lines for VA 811.

Assists with the daily operation of the Water and Wastewater Treatment Plants; performs equipment installations, maintenance and repairs, and preventive maintenance.

Maintains Wi-Fi antennas and towers for connectivity.

Removes snow and ice from Town properties and access roads.

Performs on-call and stand-by after hour duties as requested.

Performs special projects as assigned by the Director of Public Utilities.

Installs traffic barricades for routing traffic during special events.

Responds to customer inquiries and complaints; takes necessary action; relays more complex problems to supervisor.

## Knowledge, Skills and Abilities

General knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines; general knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances; thorough knowledge in the use of common hand and power tools; ability to operate back hoe and other medium construction equipment; ability to perform manual and semi-skilled labor for extended periods, often under unfavorable weather conditions; ability to establish and maintain effective working relationships with associates, contractors and the general public.

# Utility Maintenance Technician

## Education and Experience

High school diploma or GED and moderate experience in the maintenance, repair and/or construction of water and sewer lines, or equivalent combination of education and experience.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions, frequently requires speaking or hearing and climbing or balancing and occasionally requires sitting and tasting or smelling; work requires ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather), working near moving mechanical parts and exposure to outdoor weather conditions, frequently requires exposure to fumes or airborne particles, exposure to the risk of electrical shock, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), working with explosives and wearing a self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## Special Requirements

Obtain CPR/First Aid, DOT Flagger, and Work Zone Safety certifications within one year of employment.

Obtain Virginia Pesticide Applicator license within one year of employment.

Complete Blood Borne Pathogens, Confined Space and Lockout Tag Out training within one year of employment.

Ability to obtain Class V Water and Class IV Wastewater license within two years of employment.

Valid commercial driver's license with Class B endorsement in the Commonwealth of Virginia, or the ability to obtain within six months of employment.

*Approved: 10/16/2015*